

ATTESTATION CERTIFICATE

This document is intended to meet the requirements set forth in Military Rules of Evidence Rule 902(11), addressing certified records of regularly conducted activity.

I swear or affirm that each of the following is true regarding the attached records, to the best of my knowledge and belief:

1. I am the custodian of these records, or I am an employee familiar with the manner and process in which these records are created and maintained, by virtue of my duties and responsibilities;
2. The records were made at or near the time of the occurrences of the matters set forth by or from information transmitted by, people with knowledge of these matters;
3. The records were kept in the course of regularly conducted business activity;
4. It was the regular practice of the business activity to make the records; and
5. The records are a true, accurate, and complete copy of the original documents.

List of attached records:

1. 3SF10 STUDENT EVALUATION PLAN (SEP)
2. Memo verifying Instructors in the particular class-room
3. CLASS 3SF10-027 ROSTER

Organization

E^{CO} 305th MI BN

Signature

[Handwritten Signature]

Date

6 FEB 2012

Print or Type Name

Anthony L BARNETT

Title

CHIEF 35F COMMITTEE

Business Telephone

(b) (7)(C)

Business Address

DAVIS HALL, FT HUACHUCA, AZ

The attached record consists of 17 pages (3 files).

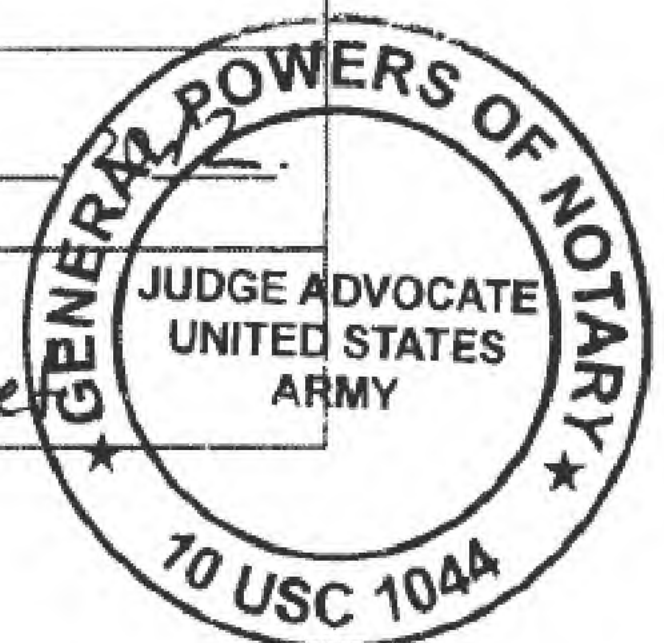
Subscribed and sworn to before a notary public, this 6th day of February

Notary Public

[Handwritten Signature] Robert Coates, SGT, USM

My commission expires on:

Indefinite





STUDENT EVALUATION PLAN (SEP)

COURSE: 243-35F10 (V10)
COURSE TITLE: Intelligence Analyst Course
APPROVAL DATE: 01 December 2007
IMPLEMENTATION DATE: 01 December 2007
APPROVAL AUTHORITY: Commander, 305th MI Battalion
111th MI Brigade
Fort Huachuca, Arizona 85613-7002
SUPERSESSION INFO: This SEP Supersedes All Previous Versions
PROPONENT SCHOOL: US Army Intelligence Center & Fort Huachuca
Fort Huachuca, AZ 85613-7002

1. Purposes and Scope.

a. This SEP establishes student responsibilities and course requirements for the 243-35F10, Intelligence Analyst Course.

b. This SEP identifies the requirements for course tests and performance standards, general standards (AR 350-1, etc.), counseling, retraining, re-testing, relief from course, academic performance ratings, grievances, and redress procedures.

c. The purpose of this course is to train, evaluate and certify Soldiers in selected skill level one MOS related tasks.

d. Cochise Community College, Sierra Vista, Arizona will award college semester credit hours at completion of this course. The American Council on Education (ACE) recognizes college credits earned, for the completion of this course, in degree completion programs at other colleges.

e. This SEP is punitive. Violations of this SEP may be punished under Art 92, UCMJ as a violation of a lawful regulation.

2. Individual Course Examinations & Performance Objectives. Student evaluations are performance-based. A detailed rating explanation of the DA 1059, Academic Evaluation Report (AER) is found in Paragraph 5 of this SEP. Each academic evaluation is outlined below showing the Performance Objectives which are tested, and the minimum test standards required to pass. There are no pre-testing procedures in the 35F10 course.

Module & Lesson Plan	Instruction	Critical Task Trained	Performance Objective	Exam Standard	DA 1059 Block
Module A (Basic Skills) 35F1A02L	Information Security	1004	A. Annotate Classification Markings to Documents/Media B. Apply Procedures for Protecting Classified Information	12/15 12/15 80% standard	Item 12E
Module A 35F1A03L	Research, Writing, and Rhetoric (R3)	1104,1105,1457	A. Present Intelligence Findings	GO / NO GO 100% standard	Item 12B,E, A
Module A 35F1A04L	Map Reading and Symbology	1000, 1002, 1404, 1160	A. Perform Military Map Reading Functions B. Maintain a SITMAP C. Maintain an Incident Overlay	19/25 6/8 5/7 74% standard	Item 12A

Module B (IPB Skills) 35F1B02L	Intelligence Preparation of the Battlefield (Step 2)	1150, 1151, 1152	A. Create a Modified Combined Obstacle Overlay (MCOO) for Phase III Operations B. Create a Modified Combined Obstacle Overlay (MCOO) for Phase IV Operations C. Determine Weather Effects on Operations	4/5 10/13 8/10 79% standard	Item 12A
Module B 35F1B03L	Intelligence Preparation of the Battlefield (Step 3)	1158, 1202, 1456	A. Build a Threat Model for Phase III Operations B. Build a Threat Model for Phase IV Operations	8/10 12/15 80% standard	Item 12A
Module B 35F1B04L	Intelligence Preparation of the Battlefield (Step 4)	1153, 1154, 1458	A. Determine Most Probable Threat Course of Action for Phase III Operations B. Determine Most Probable Threat Course of Action for Phase IV Operations	8/11 4/5 76% standard	Item 12A
Module C (ISR & Targeting Skills) 35F1C01L	Intelligence, Surveillance, and Reconnaissance (ISR)	1050, 1057, 1501	A. Draft an ISR Plan for Phase III Operations B. Draft an ISR Plan for Phase IV Operations	43/54 43/54 80% standard	Item 12E
Module C 35F1C02L	Targeting	1005, 1204	A. Identify Elements of the Targeting Process B. Conduct Targeting in a Phase III Operation C. Conduct Targeting in a Phase IV Operation	8/10 24/33 20/25 77% standard	Item 12E
Module D (Capstone) 35F1D01L	Automated Intelligence Systems (AIS)	1053, 1101, 1102, 1601	A. Determine best multiple choice question correctly B. Create a visual tool in Pathfinder C. Conduct Map Operations D. Display the Current Situation	3/4 GO-NO-GO 5/7 2/3	Item 12A,D
Module D	FTX	1004, 1454	A. Produce an Intelligence Summary	GO-NO-GO	Item 12A,B,C,D

35F1D02L			B. Conduct a Military Briefing	GO-NO-GO	
			C. Develop an Incident Overlay and HVT list	GO-NO-GO	
			D. Perform Collection Management Ops	GO-NO-GO	
				100% standard	

3. General Standards.

a. **Standards of Conduct.** Students will conduct themselves in the manner expected of any military professional. This includes demonstrating law-abiding personal conduct and behavior, both on and off duty. The Commanding General of the US Army Intelligence School and Center, the 111th MI Bde Commander, or the 305th MI Bn Commander may relieve students from the course for any conduct or behavior that violates any local, state, or federal law (including the Uniform Code of Military Justice), or for any conduct or behavior, that violates any Department of Defense (DoD), Department of the Army, or local, regulation or policy. This includes integrity (e.g. cheating/plagiarism) and fraternization issues (e.g. senior-subordinate or student-cadre). See Paragraph 3j, for more information concerning relief actions.

b. **Army Physical Fitness Test (APFT)/ Weight Control.**

- (1) **Body Composition standards:** IAW TRADOC Regulation 350-6, accessions standards for body composition as stated in AR 40-501, paragraph 2-21b, apply after the first year of IET Soldier's active duty service. The standards of AR 600-9, table 2, are applicable after the initial year of service. Soldier's that exceed one year of service and fail to meet the body composition standards IAW AR 600-9, table 2, will ship to gaining unit with documentation forwarded to include the flag (transferable). Military Occupational Specialty – Transition (MOS-T) Soldiers must meet the requirements of AR 600-9, table 1 IAW TRADOC Regulation 350-6 paragraph 3-40f. MOS-T with temporary profiles which prevent completion of APFT in a MOS producing course will not be enrolled. Soldiers in temporary duty (TDY) and return status that do not meet body composition standards prescribed in AR 600-9 will not attend a MOS producing course and will be returned to their home station. Soldiers in TDY en route or permanent change of station not meeting the prescribed body composition standards in AR 600-9, table 2, will not be allowed to attend a MOS producing course. These Soldiers will be attached to TRADOC subordinate commands, pending clarification of assignment instructions for follow-on training.
- (2) **Army Physical Fitness Test (APFT):** IAW TRADOC Regulation 350-6, paragraph 4-3c (3), A diagnostic APFT is administered at least once a month through the 20th week of training. Phase V+ Soldiers that have met the APFT standards for graduation will take the APFT IAW AR 350-1, paragraph 1-24. A record APFT is administered no later than the last 2 weeks of training, to determine if the Soldier has achieved the APFT standards for graduation (60 points per event; 180 minimum total points). Phase IV, V, and V+ IET Soldiers with permanent profiles will take the APFT within the limits of their profile. IAW TRADOC Regulation 350-6, paragraph 4-3c (4), MOS-T Soldiers must pass the APFT as a graduation requirement for a MOS producing school. The Soldier's Company Commander may direct any Soldier to weigh-in at any time during the course, IAW AR 600-9.
- (3) Soldiers who meet academic course requirements, but fail to meet the physical fitness and height/weight standards will not be removed from the course, nor will they be required to re-attend the course if all other course requirements are met. Instead, soldiers will complete training and their DA form 1059 will be annotated to reflect their performance.

- i) Soldiers who fail to meet the APFT standards will be considered an academic course graduate, but item 11.c of their DA form 1059 will be marked failed to achieve course standards and item 14 will be marked failed to meet APFT standards.
 - ii) Soldiers who fail to meet the body fat composition standards of AR 600-9 will be considered an academic course graduate, but item 11.c. of their DA form 1059 be marked marginally achieved course standards and item 14 will be marked failed to meet body fat composition standards.
 - iii) Soldiers who fail to meet the Army standards for both the APFT and body fat composition will be considered an academic course graduate, but item 11.c of their DA form 1059 will be marked marginally achieved course standards and item 14 will be marked failed to meet APFT standards and failed to meet body fat composition standards.
- c. Soldiers who fail to meet the APFT and weight control Standards, their DA form 1059 and graduation certificate will not be held at the institution. Previously held DA form 1059s and graduation certificates will be released to the soldier's unit IAW this message. Unit Commanders/Command Sergeants Major are expected to counsel soldiers and take appropriate actions to correct deficiencies for all soldiers failing the APFT and/or height/weight standards at institutional training. **This policy does not apply to Initial Military Training Soldiers (IMT). Rules governing APFT and Weight Control requirements are contained in TRADOC Regulation 350-6.**
- d. **Standards of Responsibility and Accountability.**
- (1) Students will properly maintain and secure all government issued equipment. Loss or damage to any government issued equipment may result in a Financial Liability Investigation of Property Loss. If the student is found to be at fault, the actions could result in a statement of charges, UCMJ action, and possible relief from the course.
 - (2) Students will properly maintain and secure all classified information and material. If a student fails to properly maintain or secure classified information or materials, the security violation will be reported to proper investigative command and will be handled accordingly IAW AR 380-5.
 - (3) If the student obtains a physical profile that interferes with his/her completion of the course, academically or physically, the student may be recycled, or may be medically removed from the course entirely. The student may apply for readmission to the 35F10 course at a later date.
- e. **Required Attendance.** All instruction is considered critical. Absence from any training will have a negative effect on the student's ability to achieve the training objectives. Approval to miss any portion of the course for any length of time must be coordinated and approved by the Course Manager or his/her designee. The student is responsible for obtaining notes on all missed course material. A Soldier may be considered for administrative recycle if they miss 7 consecutive or 15 cumulative academic hours. The 35F10 Course OIC will consider, on a case-by-case basis, any recycle action(s) for Soldiers who miss academic hours.
- f. **Remedial Training and Retesting.** An initial test failure will result in retraining within 24 hours and one reexamination. As an exception to policy, the 35F10 Committee OIC may, when extraordinary circumstances are present, allow a Soldier a second retest. Such extraordinary circumstances must clearly demonstrate that the Soldier's failure was through no fault of his/her own. The burden of proof falls upon the Soldier. The 35F10 Course NCOIC will coordinate the reexamination dates and schedules for all reexaminations.
- g. **Grade Adjustment Procedures:** Student grades may be adjusted on a case-by-case basis when it is found that it was no fault of the student. The Committee OIC will be the ultimate authority for grade adjustment.

h. Academic Probation.

(1) IAW Company D and Company C Standard Operating Procedures (SOP), Soldiers that fail an exam will be placed on Academic Probation until they pass the next initial examination. Soldiers who are recycled per a retest failure will remain on Academic Probation until they pass the next examination, which caused them to recycle. IAW paragraph 4c of this SEP, instructors will counsel all Soldiers who fail an exam and inform them of Academic Probation, mandatory remedial training and study hall requirements. The counseling session will outline, specifically, the appropriate actions to follow.

i. Recycle Actions. This refers to being removed from the current class and being placed in the next available class in the instruction cycle.

(1) The Battalion Commander is the approval authority for a student's initial recycle.

(2) An academic recycle will occur if a Soldier fails a retest IAW TR 350-18.

(3) An administrative recycle may occur for reasons other than academic reasons (i.e. medical, discipline, etc.)

(4) As stated earlier, a Soldier may be considered for administrative recycle if they miss 7 consecutive or 15 cumulative hours of academic time. The 35F Course OIC will consider, on a case-by-case basis, any recycle action(s) for Soldiers who miss more than 7/15 academic hours.

(5) The 35F Course OIC or designated representative will make the determination as to which phase of instruction the Soldier will be recycled into. Students are responsible for all course material in the new (recycled) class.

j. Relief Actions. Students must attend all class sessions, complete all assignments, and conduct themselves in a manner expected of a Soldier or Noncommissioned Officer. The 305th MI Bn Commander will review the recommendation of the Instructor, the 35F Course OIC/NCOIC, and the student's Chain of Command. Only the 305th MI Bn Commander may relieve Soldiers from the course for failing to meet academic standards or administrative reasons, which include misconduct.

(1) **Academic Relief.** Academic relief occurs when the Soldier fails to meet the academic standards set forth in this SEP.

(2) **Administrative Relief.** Administrative relief occurs under circumstances, which do not merit academic relief, but which, otherwise support one or more of the following conclusions:

(a) The Soldier's personal conduct is such that the Soldier's continuation in the course is not justified.

(b) The Soldier's continuation in the course will be counter productive to the interests of other Soldiers in the class.

(c) It is extremely unlikely that the Soldier can successfully meet the standards established for graduation. Examples of circumstances that may serve as a basis for administrative relief include, but are not limited to, the following:

1) **Misconduct.** Relief for misconduct occurs when the Soldier engages in conduct or behavior that violates law, regulation, or policy (see paragraph 4a of this SEP). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15, UCMJ is necessary to support relief under this paragraph.

2) Exceeding the body fat standards of AR 600-9, or fails to pass APFT IAW AR 350-1.

(d) Based upon the circumstances of the case, the 305th Battalion Commander may direct several personnel actions to include:

- 1) Reassignment for specific MI MOS training.
- 2) Reassignment for training in another MI MOS of the Soldier's choosing (based on Soldier's qualifications and the needs of the Army).
- 3) Reassignment for training in a specific non-MI MOS or CMF.
- 4) Reassignment for training in another MOS and CMF of the Soldier's choosing (based on Soldier's qualifications and the needs of the Army).
- 5) Return to parent unit (if TDY and return) or follow-on assignment IAW the needs of the Army (if TDY en route).
- 6) Separation from active duty; termination of active duty training, or other action as appropriate.

(e) **Returning Students.** Soldiers returning to the course after an administrative break in training of six months or less may be readmitted IAW TRADOC priority fill standards at the same point in the course they achieved previously. Soldiers with a break greater than six months will be evaluated for MOS proficiency through testing and may be admitted to the course IAW TRADOC priority fill standards at a point determined by the results of testing.

(3) **Processing Relief Actions and Appeals.** The 35F NCOIC will initiate all relief actions and process them through the appropriate Company to 305th MI Bn according to the standards found in AR 350-1, TRADOC Regulation 350-18 and Fort Huachuca Memorandum 600-8. Soldiers awaiting a decision on a relief action will remain in the class and participate fully in all training events except tests. If a Soldier's conduct or demeanor is disruptive to the other Soldiers, immediate removal is permissible. That decision rests with the 35F Course OIC and the appropriate Company Commander.

4. Counseling. Instructors will conduct periodic formal counseling sessions with Soldiers throughout the course to review academic progress and discuss professional development. Additionally, instructors will complete a counseling form, DA Form 4856-R-E, for every Soldier with sustained poor performance. For the purposes of this SEP the term "negative" counseling relates to counseling due to unacceptable behavior or conduct, and not academic issues such as test failures.

a. Instructors will formally counsel Soldiers who fail to meet academic standards or if they fail to comply with the Department of Defense Directive 5500.7, Standards of Conduct.

b. Instructors will formally counsel Soldiers who fail to be at their appointed place of duty on time. Soldiers who show a pattern of lateness may be subject to UCMJ or other Administrative action or considered for relief by the Battalion commander.

c. Instructors will formally counsel Soldiers who fail a section or module of a performance based evaluation or a performance evaluation. The Soldier must attend all mandatory remedial training, and will be given only one retest for a failed evaluation (see Paragraph 3f of this SEP).

d. Students will be counseled not to acquire or provide unauthorized test assistance before, during, or after any test, except as instructed. Students will report any unauthorized test assistance (before, during, or after test administration) of which they are knowledgeable to their course instructors or the next leader in their chain of command.

5. Academic Evaluation Reports (AER). All MOS-T Soldiers will receive a DA 1059, Academic Evaluation Report (AER), IAW AR 623-3, paragraph 3-52 and TRADOC Regulation 350-6, paragraph 3-9, 3-26, Appendix F. The instructor will evaluate the Soldier's academic performance and record it on a counseling statement and on the Academic Evaluation Report (AER). All duties and responsibilities at the Company and in the classroom may be used to create bullets on the AER. Evaluation ratings are earned according to the following:

a. Performance Summary, AER Block 11.

(1) **"Exceeded Course Standards."** Soldier's whose overall course achievement is significantly above the standards of the course. This is limited to the top 20% of the class IAW DA Pam 623-3. To exceed course standards, at a minimum a Soldier must:

- (a) Earn 4 "SUPERIOR" ratings, and no "UNSATISFACTORY" ratings in block 12 of the AER.
- (b) Receive no negative counseling statements.
- (c) Meet height and weight standards IAW AR 600-9.
- (d) Meet APFT standards IAW AR 350-1 and FM 21-20.

(2) **"Achieved Course Standards."** Soldiers who achieve overall acceptable course standards. To achieve course standards, the Soldier must:

- (a) Earn at least a "SATISFACTORY" rating in each rated item listed in Block 12 of the AER.
- (b) Receive no more than two negative counseling statements.
- (c) Meet height and weight standards IAW AR 600-9.
- (d) Meet APFT standards IAW AR 350-1 and FM 21-20.

(3) **"Marginally Achieved Course Standards."** Soldier's who achieve with difficulty, the minimum acceptable course standards. A Soldier will marginally achieve course standards if any of the following apply:

- (a) Receive no more than four negative counseling statements.
- (b) Meet height and weight standards IAW AR 600-9.
- (c) Meet APFT standards IAW AR 350-1 and FM 21-20.

(4) **"Failed to Achieve Course Standards."** A Soldier will fail to achieve course standards if any of the following apply:

- (a) Earns a final "UNSATISFACTORY" rating in any rated area listed in block 12 of the AER. If a Soldier falls into this category, a recommendation for academic relief will be forwarded thru the appropriate Company Commander, to the 305th MI Bn Commander for relief consideration.
- (b) Receive five or more negative counseling statements.
- (c) Fail to meet height and weight standards IAW AR 600-9, paragraph 3-40f.

- (d) Fail to meet APFT standards IAW AR 350-1 and FM 21-20 (reference TRADOC Reg. 350-6 paragraph 4-3 c (4)).

b. Demonstrated Abilities, AER Block 12:

(1) Item 12a - Written Communication:

(a) **SUPERIOR** – a Soldier may receive a "SUPERIOR" rating if he/she earns a minimum passing score of 20% above the minimum passing requirement on all initial evaluations IAW the evaluation sheets used to evaluate written communication skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(b) **SATISFACTORY** – a Soldier may receive a "SATISFACTORY" rating if he/she earns at least a final minimum passing score IAW the evaluation sheets, used to evaluate written communication skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(c) **UNSATISFACTORY** – a Soldier may receive an "UNSATISFACTORY" rating and be recommended for relief from the course if he/she fails to meet the minimum passing score IAW the evaluation sheets, used to evaluate written communication skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(2) Item 12b - Oral Communication:

(a) **SUPERIOR** - a Soldier may receive a "SUPERIOR" rating if he/she earns a minimum passing score of 20% above the minimum passing requirement on all initial evaluations IAW the evaluation sheets used to evaluate oral communication skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(b) **SATISFACTORY** – a Soldier may receive a "SATISFACTORY" rating if he/she earns at least a final minimum passing score IAW the evaluation sheets, used to evaluate oral communication skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(c) **UNSATISFACTORY** – a Soldier may receive an "UNSATISFACTORY" rating and be recommended for relief from the course if he/she fails to meet the minimum passing score IAW the evaluation sheets, used to evaluate oral communication skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(3) Item 12c - Leadership Ability:

(a) **SUPERIOR** – A Soldier may earn a "SUPERIOR" rating if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position demonstrates "Superior" Army leadership abilities and characteristics. All MOS-T Soldiers will be counseled on the minimum standards required to earn "SUPERIOR" on their DA 1059 (AER) for Leadership. Other such abilities and characteristics are those outlined in FM 7-22.7, The Army Noncommissioned Officer Guide, Ch. 3, Leadership, 3-6 – 3-21, and FM 6-22, Army Leadership, Appendix A, Leader Attributes & Core Leader Competencies, in the categories of Values, Attributes, Skills, and Actions (Be, Know, Do). Additionally, the soldier may receive no written counseling statements for failure to practice the Be, Know, Do principles of Army Leadership to be eligible for a "SUPERIOR" rating.

(b) **SATISFACTORY** – A Soldier may earn a "SATISFACTORY" rating if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position demonstrates adequate Army leadership abilities and characteristics. Such abilities and characteristics are those outlined in FM 7-22.7, The Army Noncommissioned Officer Guide, Ch. 3, Leadership, 3-6 – 3-21, and FM 6-22, Army Leadership, Appendix A, Leader Attributes & Core Leader Competencies, in the categories of Values, Attributes, Skills, and Actions (Be, Know, Do). Additionally, the Soldier may receive

no more than one written counseling statement for failure to practice the Be, Know, Do principles of Army Leadership.

(c) **UNSATISFACTORY** – A Soldier may earn an "UNSATISFACTORY" rating and be recommended for relief from the course if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position fails to demonstrate adequate Army leadership abilities and characteristics. Such abilities and characteristics are those outlined in FM 7-22.7, The Army Noncommissioned Officer Guide, Ch. 3, Leadership, 3-6 – 3-21, and FM 6-22, Army Leadership, Appendix A, Leader Attributes & Core Leader Competencies, in the categories of Values, Attributes, Skills, and Actions (Be, Know, Do). In the event that a Soldier receives a second written counseling statement for failure to practice the Be, Know, Do principles he/she will be deemed to be an "Unsatisfactory" performer for Leadership Ability.

(4) Item 12d - Contribution to Group Work:

(a) **SUPERIOR** – A Soldier may earn a "SUPERIOR" rating if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position demonstrates "Superior" efforts to their team accomplishing assigned group work IAW the standards provided by the respective instructor. Other such efforts, abilities and characteristics are those outlined in FM 7-22.7, The Army Noncommissioned Officer Guide, Ch. 3, Leadership, and FM 6-22, Army Leadership, Appendix A, Leader Attributes & Core Leader Competencies, in the categories of Values, Attributes, Skills, and Actions (Be, Know, Do). Additionally, the soldier may receive no written counseling statements for failure to contribute to group work or the dynamic of group efforts to be eligible for a "SUPERIOR" rating.

(b) **SATISFACTORY** – A Soldier may earn a "SATISFACTORY" rating if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position demonstrates adequate efforts to their team accomplishing assigned group work IAW the standards provided by the respective instructor. Such efforts, abilities and characteristics are those outlined in FM 7-22.7, The Army Noncommissioned Officer Guide, Ch. 3, Leadership, and FM 6-22, Army Leadership, Appendix A, Leader Attributes & Core Leader Competencies, in the categories of Values, Attributes, Skills, and Actions (Be, Know, Do). Additionally, the Soldier may receive no more than one written counseling statement for failure to contribute to group work or the dynamic of group efforts.

(c) **UNSATISFACTORY** – A Soldier may earn an "UNSATISFACTORY" rating and be recommended for relief from the course if while participating in the day-to-day activities as a student and/or while serving in an assigned student leadership position fails to demonstrate accomplishment of assigned group work or fail to participate towards the completion of assigned tasks. Such abilities and characteristics are those outlined in FM 7-22.7, The Army Noncommissioned Officer Guide, Ch. 3, Leadership, and FM 6-22, Army Leadership, Appendix A, Leader Attributes & Core Leader Competencies, in the categories of Values, Attributes, Skills, and Actions (Be, Know, Do). In the event that a Soldier receives a second written counseling statement for failure to contribute to group work or the dynamic of group efforts, he/she will be deemed to be an "Unsatisfactory" performer for Contribution to Group.

(5) Item 12e - Research Ability:

(a) **SUPERIOR** – a Soldier may receive a "SUPERIOR" rating if he/she earns a minimum passing score of 20% + above the minimum passing requirement on all initial evaluations IAW the evaluation sheets used to evaluate research ability, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(b) **SATISFACTORY**– a Soldier may receive a "SATISFACTORY" rating if he/she earns at least a final minimum passing score IAW the evaluation sheets, used to evaluate research ability skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

(c) **UNSATISFACTORY** –a Soldier may receive an "UNSATISFACTORY" rating and be recommended for relief from the course if he/she fails to meet the minimum passing score IAW the evaluation sheets, used to evaluate research ability skills, as outlined in paragraph 2, Individual Course Examinations & Performance Objectives, of this SEP.

6. Student Grievances and Redress. The following policies and procedures have been established to protect Soldiers' rights and to rectify inconsistencies in the evaluation of Soldier performance.

a. Grievances that are purely academic in nature must first be discussed with the Senior Faculty Advisor, then the 35F10 Course NCOIC whose decision is normally final. In cases where discrimination or violation of policy may be involved, the Soldier should use the chain of command up to the 305th MI Bn Commander to seek resolution of any, and all, issues.

b. All student rebuttals will be in writing, and must be submitted to the 35F10 Course NCOIC within 48 hours of the initial recycle/relief notification IAW FH Memorandum 600-8.

c. A Soldier may seek the assistance of the Inspector General (IG), Judge Advocate General (JAG) and Unit Chaplain at any time. The Soldier will inform their chain of command if they desire to see any of these agencies during duty time.

7. Student Academic and Incentive Awards

a. **"Skill, Tough, Ready Around the Clock" (STRAC) Program.**

1. Purpose: STRAC is a program designed to recognize students who excel in the TOTAL SOLDIER concept by exceeding course standards and military standards. The STRAC program is jointly administered by the 35F10 OIC and the respective training company commander IAW 305th MI Battalion Policy. Soldiers completing all three requirements of the STRAC award will be recommended by their Platoon Sergeant or Drill Sergeant for an Army Achievement Medal (AAM).

2. Components of the STRAC Award:

a. Skill

i. "S" is achieved by Soldiers who attain academic excellence in their course of Instruction. Their final grade point average (GPA) has placed them in the top 10 percent of all graduates in their respective classes. A 35F10 soldier requires a minimum GPA of 94% to be eligible for the 'S' portion of the STRAC award.

ii. A Soldier that attains the necessary GPA to qualify for the 'S' Portion is recommended for a Battalion Certificate of Achievement, unless that Soldier completes all three portions of the STRAC criteria thereby being recommended for an AAM.

b. Tough

i. "T" is achieved by Soldiers who attain at least 90 points or higher in each event on the Army Physical Fitness Test (APFT). An extended score is not used for this evaluation.

ii. Soldiers who meet criteria for the 'T' portion will be awarded the Army Physical Fitness Badge.

c. Ready Around the Clock

i. "RAC" is awarded to those Soldiers who appear before a board of NCOs and demonstrate high standards of military bearing, appearance and exceptional knowledge of military subjects and current events.

ii. The RAC Board will select Soldiers for recognition under the STRAC program. Candidates must meet the following qualifications prior to appearing before the board.

1. Maintain an academic GPA of 94% or higher

2. Scored at least 270 points on their most current APFT
 3. Demonstrate exceptional individual achievement of non-academic IET standards such as: basic Soldiering, warrior tasks and drills, and volunteer efforts.
 4. Have no record of disciplinary actions while assigned to the 305th MI BN as verified by their chain of command (PSG, Drill Sergeant, 1SG).
- iii. Soldiers who are recommended by the RAC Board will be awarded a Company Certificate of Achievement.

8. Challenging Training. There is no test-out policy within the 35F10, Intelligence Analyst Course.

9. Ability Based Training Program (ABTP). The ABTP is an optional accelerated training program designed to reduce training Time on Station (TOS) for experienced student NCOs and Warrant Officers (WO). The ABTP reflects an intensive, compressed training schedule employing low Instructor to Student ratios. The ABTP is offered subject to the availability of required resources.

a. Students who meet the following criteria are eligible to participate:

1. Volunteer
2. Rank: SSG or above
3. Military Education: BNCOC, Battle Staff, or above and WO equivalent.
4. Recommendation of the 35F10 Course NCOIC
5. Approval of the 35F10 Course OIC

b. Participants are subject to the same academic and administrative provisions specified in this SEP.
-With the exception of students recycled from ABTP.

10. POC: 35F10 Committee Chief, CW3 Hess, James, Phone (b)(6).


IHOR PETRENKO
LTC, AV
Commanding

STUDENT ACKNOWLEDGMENT and CONSENT TO RELEASE

I have received a copy of this Student Evaluation Plan for the 243-35F10 (V10) Tactical Intelligence Analyst Course 35F10 and I understand the content and requirements to graduate from this course. I understand that my performance at the 35F10 course may affect my future assignments.

Date: _____

Student Signature: _____

Printed Name: _____

Class number: _____

Signature of the Instructor: _____

(Note: This acknowledgment must be completed by the student and instructor and ultimately filed in the student's academic file)